

# Performance Review Process Overview for Employees

## Accomplishment Report (June)

- Describe results/accomplishments related to each performance goal and/or job responsibility
- Include other important accomplishments.
- Describe behaviors related to core competencies and job-specific/managerial competencies (if applicable).
- If any performance improvement needs were identified in previous year, describe what you did to improve.
- Add career development activities.

## Goal discussion with Supervisor (July)

- Review accomplishments with supervisor.
- Discuss what went well and any improvement needs going forward.
- Discuss goals for upcoming review period.

## Performance Review (September)

- Supervisor will issue performance review form.
- Employee signs the form.
- Overall rating will be mapped to the salary increase matrix.
- Supervisor will issue the corresponding pay authorization slip.

## Formalized Goals for Next Review Period (October)

- Supervisor issues formalized goals based on previous goal discussions.